

For: State and County Offices

CCC Software Modifications in County Release No. 492 and State Release No. 403

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Software has recently been developed to interface Conservation Cost-Share (C/S) programs with the accounting application. Changes to the Environmental Quality Incentives Program (EQIP) have required additional software enhancements for fiscal year (FY) 2002.

B

Purpose

This notice informs State and County Offices that County Release No. 492 contains major software modifications for EQIP processing.

Important: All County Offices must review this notice before installing County Release No. 492. County Release No. 492 must be installed upon receipt because it contains changes necessary to process FY 2002 EQIP contracts.

C

**Software
Modifications**

The updated software modifications in County Release 492 will:

- provide automatic queuing of the Conservation 305 Progress Report on the first workday of each month during start-of-day (SOD)
 - add an accounting interface to CCC processing
 - revise several entry input screens to make them easier to use accurately
 - edit priority area fund codes on the CCC County eligibility table, ledgers, applications, and contracts
-

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Disposal Date

December 1, 2003

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Software Modifications (Continued)

- add a new field for identification of priority areas for prior year contracts and automatically populate the field
 - add several new fund codes to the CCC County eligibility table for processing FY 2002 EQIP contracts
 - remove the 5 year minimum contract validation
 - allow up to 50 farms on a contract
 - allow modification of the lifespan for a practice at the County Office level
 - increase the number of components allowed on CCC-1245 to 100
 - add a new field to identify the practice resource concern
 - eliminate the practice expiration date
 - add option “5”, “Correction After Performance”, on Menu EEB300
 - retain all CCC-1245’s in the system for the life of the contract
 - remove the following:
 - all CCC letter preparation options
 - CCC-1200’s Referred for Ranking Report
 - CCC-1200’s Selected for Plan Development Report
 - CCC-1245 Expiring Within 30 Days Report
 - CCC-1245 Expiration Date Exceeded Report
 - add CCC-1200 Applications Received Report
 - add password protection to access for the Record Refunds and Ledger Adjustments options on Menu EEB400.
-

D

Contact

If there are questions about this notice, contact Sharon Rafter, CEPD, at 202-690-1612.

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2 Preparing for County Release No. 492

A

County Office Action

To prepare for installing County Release No. 492, County Offices shall:

- record performance according to 2-CONSV for any CCC-1245 that have had payment made
- print CCC-1245 Status Report
- ensure that all performance has been recorded properly
- print the Sequential Ledger Entry Report for all fund codes
- inform the State Office of any ledger problems immediately.

After installing County Release No. 492, resolving problems will be much more difficult. This is because with the accounting interface in place any activity through the program application will result in a corresponding accounting activity.

B

State Office Action

State Offices shall:

- review the latest differences report
- contact any County Offices on that report
- assist County Offices with resolving any problems
- contact CEPD at 202-690-1612 if the problems cannot be resolved.

Note: When contacting CEPD for assistance, the State Office will FAX the sequential ledgers for the current FY to 202-720-4619, Attn: Sharon.

3 Automated Conservation 305 Progress Reports

A

Background

County Offices must manually prepare and queue the Conservation 305 Progress Report each month. It is necessary to enter conservation for the reports to be triggered. When County Offices neglect the process, it results in additional work at the State Office level. The State Office must contact and remind each County Office that has not transmitted to take the necessary action.

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3 Automated Conservation 305 Progress Reports (Continued)

B

Software Modification

The update software modifications in County Release No. 492 will:

- automatically queue the Conservation 305 Progress Report during SOD on the first workday of each month
 - allow manual processing of the Conservation 305 Progress Report when requested by the State Office.
-

C

County Office Action

County Offices shall:

- discontinue manually queuing the Conservation 305 Progress Report
 - ensure that SOD is run the first workday of each month
 - use the manual option to queue the Conservation 305 Progress Report when requested by the State Office
 - file all conservation reports printed during SOD monthly according to 2-CONSV.
-

D

State Office Action

State Offices shall:

- contact any County Office that does not transmit the Conservation 305 Progress Report
 - work with the County Office to resolve any problems
 - manually transmit Conservation 305 Progress Report to KCAO.
-

4 Accounting Interface

A

Background

Before recording performance for EQIP practices, 2-CONSV instructs County Offices to issue payments using the Disbursement/Check Writing software in the accounting application. This method has resulted in reconciliation problems arising from the failure to promptly record performance for all payments issued or incorrectly recording performance for the payments issued.

Additionally, EQIP payments will be subject to forthcoming funds control requirements. EQIP payments will have to interface with Accounting to meet funds control requirements.

B

Software Modifications

EQIP software has been modified to interface with Accounting software. The software has been designed so that the act of recording:

- an increase in performance will generate an automated record that will be sent to Accounting to generate payment
- a decrease in performance (payment reduction) will either:
 - create an automated record to be passed to Accounting to establish a receivable
 - display a screen advising the user to go into the Common Receivable System (CRS) and create a receivable.

Important: This screen will only appear if 1 or more payments for CCC-1245 had been paid before installing County Release No. 492.

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4 Accounting Interface (Continued)

C

County Office Action

After installing County Release No. 492, all payments issued for EQIP practices will be generated automatically through the accounting interface. This includes the following payments:

- issued for existing, approved CCC-1245's
- remaining to be issued for practices that partial payments were previously issued.

To issue a payment after a producer reports performance, County Offices shall:

- for **partial** performance:
 - record performance according to paragraph 9
 - a payable record will be issued automatically to accounting application
 - follow 1-FI to complete the payment process
- for **final** performance:
 - record performance according to paragraph 9
 - a payable record will be issued automatically to accounting application
 - follow 1-FI to complete the payment process.

Important: After installing the Conservation/Accounting Interface software, County Offices **shall not** issue payments for EQIP practices using the "Disbursements/Check Writing" process in the accounting application.

Any references in 2-CONSV that provide instructions to issue payments according to 1-FI before recording performance:

- are no longer applicable
- will be removed in a future amendment.

To create a receivable, County Offices shall reduce performance according to paragraph 10.

5 Fund Code Changes

A

Background

To simplify reporting, fund codes for previous year contracts have been modified to combine all priority area fund codes into 1 fund code for each year. A separate field has been developed to contain the priority area identification for those contracts. The field will be automatically populated after installing County Release No. 492. The Farm Security and Rural Investment Act of 2002 (the Act) eliminated EQIP priority areas.

There were 2 separate and distinct apportionments for EQIP for FY 2002:

- the initial allocation
- the second allocation.

Identity of funding those separate allocations must be maintained using separate fund codes and separate payment codes.

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5 Fund Code Changes (Continued)

B

New EQIP Fund Codes

The following table contains all fund codes that have been added to the CCC County eligibility table.

Fund Code	Description	State
XX1111/1997	Priority Area	All
XX1111/1998	Priority Area	All
XX1111/1999	Priority Area	All
XX1111/2000	Priority Area	All
XX1111/2001	Priority Area	All
XX3333/2002	Klamath Basin	California & Oregon
XX7200/2002	Fund 2 Errors, Omissions and Appeals	All
XX7201/2002	LHHS No Year Funds	All
XX7222/2002	Ground & Surface Water Conservation	All
XX7233/2002	Klamath Basin	California & Oregon
XX7299/2002	Fund 2 Resource Concerns	All

Note: Fund code “XX7200/2002” shall be used to establish a State Office level errors, omissions, and appeals (EOA) reserve for modifying FY 2002 second allocation contracts only. Using FY 2002 second allocation funds is **not** authorized for EOA’s for any other contract year, including FY 1997 and FY 1998.

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5 Fund Code Changes (Continued)

C

Software Modification

The updated software modifications in County Release No. 492 will:

- edit the existing fund codes to replace:
 - priority area fund codes with fund code “**XX1111/XXXX**” for years 1997 through 2001
 - “060096/2002” and “410066/2002” priority area fund codes with fund code “**XX3333/2002**”
 - all other 2002 priority area fund codes with fund code “**XX9999/2002**”
 - automatically move the priority area identification from the original fund code to a new field.
-

D

Proper Use of New Fund Codes

FY 2002 EQIP contracts may be funded from either the initial or the second allocation. Contracts that were funded from the initial 2002 allocation will use the following fund codes:

- “XX9999/2002”, Natural Resource Concerns
- “063333/2002”, Klamath Basin
- “413333/2002”, Klamath Basin.

FY 2002 EQIP contracts that are funded by the second allocation will use only 1 of the following fund codes:

- “XX7299/2002”, Fund 2 Resource Concerns.
- “XX7222/2002”, Ground and Surface Water Conservation
- “XX7233/2002”, Klamath Basin.

FY 2002 contracts being funded by “LHHS No. Year Funds” may be funded using fund code “XX7201/2002”. It is no longer necessary to identify a priority area for these contracts.

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5 Fund Code Changes (Continued)

E

County Office Action

After County Release No. 492 has been installed, County Offices shall complete the following:

- print and review CCC-1200 Status Report to ensure that all priority area fund codes have been consolidated

Note: If there are any priority area fund codes displayed on the report, contact the State Office.

- make applicable fund codes eligible on the CCC County eligibility table according to 2-CONSV, paragraph 14

Note: It will be necessary to make the edited “XX1111/XXXX” fund codes eligible for each year FY1997 through FY2001.

- update any applications to be funded by the second allocation recorded in the system before installing County Release No. 492 to the correct fund code according to this paragraph
- record allocations in the system according to 2-CONSV, paragraph 302 when received from the State Office
- enter all manually processed CCC-1200's, if any, in the system according to 2-CONSV, Part 3, and subparagraph 5 D and paragraph 6 of this notice.

Modify any applications that have been entered into the system in anticipation of the second allocation according to the following table.

Step	Action	Result
1	On Menu EEB200: <ul style="list-style-type: none">• ENTER “2”, “Update CCC-1200”• PRESS “Enter”.	Screen EEB20500 will be displayed.
2	Enter the contract number and PRESS “Enter”.	Screen EEB21015 will be displayed.
3	Enter the correct fund code for the contract according to subparagraph 5 D and PRESS “Enter”.	Screen EEB21100 will be displayed.
4	PRESS “Enter” through the remaining screens.	Screen EEB27000 will be displayed with the message, “IM: Contract information has been updated.”

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Notice CONSV-84

5 Fund Code Changes (Continued)

E

County Office
Action
(Continued)

The following is an example of Screen EEB21015 for a second allocation application **before** being modified.

```
Conservation          077-BEACONSTREET          Selection      EEB21015
CCC-1200 Initial Data Screen  Version: AD05 08-05-2002 09:18 Term V9
-----

Program Code #:  1                      Contract Number:  2002 0002

Eligible Program Codes:
  1. EQIP

Fund Code: 229999/2002 (Leave blank to list all eligible Fund Codes)

Does This Contract Have Supplemental Fund Codes (Y or N)? N

NRCS Office:      POINTE COUPEE

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

The following is an example of Screen EEB21015 with the correct second allocation fund code entered.

```
Conservation          077-BEACONSTREET          Selection      EEB21015
CCC-1200 Initial Data Screen  Version: AD05 08-05-2002 09:18 Term V9
-----

Program Code #:  1                      Contract Number:  2002 0002

Eligible Program Codes:
  1. EQIP

Fund Code: 227299/2002 (Leave blank to list all eligible Fund Codes)

Does This Contract Have Supplemental Fund Codes (Y or N)? N

NRCS Office:      POINTE COUPEE

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

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5 Fund Code Changes (Continued)

F

State Office Action

State Offices shall complete the following:

- ensure that County Release No. 492 has been installed on the State Office system before attempting to record allocations
 - verify that all priority area fund codes have been consolidated into the “XX1111/XXXX” fund codes on the ledgers
 - in California and Oregon, also verify that fund code “XX3333/2002” has been created
 - verify that the amount for each consolidated fund code is correct
 - record allocations to the automated State CCC ledger according to 2-CONSV, Part 14, Section 1, as soon as possible after CCC-357 has been received.
-

6 CCC-1200 Processing Software Changes

A

Background

Before the Act enactment, EQIP contracts had a minimum term of 5 years. Contracts may now be any length from 1 year after installing all practices on the contract, up to 10 years.

Previously, software allowed only 1 farm per contract. However, when ranking was being performed multiple farms could be considered together to gain a higher ranking. The producer may now choose to have all farms combined on a single contract or continue to have multiple contracts for different farms.

Administrative concurrence processes for EQIP have been streamlined. NRCS officials now sign contract approvals and payment authorizations and make other contract determinations. Therefore, NRCS officials will also sign all related documents that provide notification to producers.

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Notice CONSV-84

6 CCC-1200 Processing Software Changes (Continued)

B Software Modifications

The updated software modifications in County Release No. 492 will:

- remove the 5 year minimum contract period validation
 - remove option 11, "Print/Update CCC-1200 Letters", on Menu EEB200
 - allow up to 50 farm numbers per contract.
-

C County Office Action

County Offices shall:

- record the contract expiration date as documented by NRCS on CCC-1200
 - discontinue preparing the following letters to producers:
 - Referred for Ranking letter
 - Deferred to Next Signup letter
 - Disapproval letter
 - Selected for Plan Development letter
 - Contract Approval letter
 - record up to 50 farms on a single contract at the producer's request.
-

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6 CCC-1200 Processing Software Changes (Continued)

D

Example of Menu EEB200

The following is an example of Menu EEB200.

Note: Option 11, "Print/Update CCC-1200 Letters", has been removed.

COMMAND	EEB200	W7
Conservation CCC-1200 Contract Menu		

-		
1. Create CCC-1200	10. CCC-1200 Reports/Forms Menu	
2. Update CCC-1200		
3. Approval Process		
4. Disapproval Process		
5. Deferral Process		
6. Cancellation Process		
7. Reinstatement Process		
8. Deletion Process		
9. Print CCC-1200	20. Return To Application Primary Menu	
	21. Return To Application Selection	
Screen	22. Return To Office Selection Screen	
	23. Return To Primary Selection Menu	
	24. Sign Off	
Cmd3=Previous Menu		
Enter option and press "Enter".		

Continued on the next page

6 CCC-1200 Processing Software Changes (Continued)

E

Multiple Farms

Multiple farms may now be included on one EQIP contract. This may be desired if a producer's plan includes practices on more than 1 farm. If the producer prefers to have a separate contract for each farm that is also acceptable.

The following is an example of Screen EEB21100.

Note: Up to 50 farms may be added to the contract by pressing "Cmd16".

Conservation		077-BEACONSTREET		Selection		EEB21100	
CCC-1200 Farm Selection Screen				Version: AD05 08-05-2002 16:15 Term V9			

Contract Number: 2002 0009				Program: EQIP		Fund Code: 227299/2002	
Primary		Farm					
Farm	#	NO.	Farmland	Cropland			
Y	1	358	50.0	14.6			
	2	1661	50.0	8.5			
NO MORE FARM NUMBERS							
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change							
Cmd24=Delete							
IM: Farm number has been added.							

PRESS "Cmd16" and Screen EEB21105 will be displayed. Enter the information for the farm being added to the contract.

Note: The primary producer for the contract must be associated to the primary farm.

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6 CCC-1200 Processing Software Changes (Continued)

E Multiple Farms (Continued)

The following is an example of Screen EEB21105.

```
Conservation      077-BEACONSTREET      Selection      EEB21105
CCC-1200 Farm Selection Screen      Version: AD05  08-05-2002 16:05 Term V9
-----
Contract Number: 2002 0009      Program: EQIP      Fund Code: 227299/2002

      Enter:   Farm Number      358
            OR   Last 4 Positions
                of Producer ID:      _____
      NOTE:   Leave all fields blank to do an inquiry against
                Name & Address File.

      Primary Farm Number (Y or N):      N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

After all farms have been added to the contract, Screen EEB21300 will be displayed.

Note: At least 1 tract must be selected for each farm on the contract.

```
Conservatin      087-COUNTY A      Selection      EEB21300
CCC-1200 Tract Selection Screen      Version: AD05  07-30-2002 09:40 Term W7
-----
Contract Number: 2002 0007      Program: EQIP      Fund Code: 227299/2002
Farm NO:      358

Enter "Y" next to Tract Number(s) to be associated to Contract

      Farm      Tract
      NO.      NO.      Farmland  Cropland      Photo Grid/Description
      Y      358      411      50.0      14.6 G-13
      -      1661      1767      50.0      8.5 G-13, H-13

NO MORE TRACTS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

At least 1 tract must be associated for every farm on the CCC-1200
```

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6 CCC-1200 Processing Software Changes (Continued)

E

Multiple Farms (Continued)

When multiple farms are associated to a contract, any producer who will be associated to CCC-1245 for a tract must be entered on the contract along with that farm. If a producer is associated to more than 1 of the multiple farms he or she must be placed on the contract multiple times.

The following screen is an example after producers have been added to a contract with multiple farms associated to it. Even if No. 33 Rancher had not been a producer on the contract it would still be necessary to add No. 32 Rancher twice, once for each farm on the contract.

Conservation		085-COUNTY E		Selection		EEB21500	
CCC-1200 Participant Data Screen				Version: AD05 08-08-2002 08:37 Term W5			
Contract Number:		2002 0008		Program:		EQIP	
Farm NO:		358		Tract NO:		411	
Fund Code:		227299/2002					
#	Farm NO.	Producer ID	Name	Prod Type			
1	358	*438 24 0875 S	NO.33 RANCHER	OP			
2	358	433 94 4914 S	NO.32 RANCHER	OT			
3	1661	433 94 4914 S	NO.32 RANCHER	OP			

* Indicates Primary Producer For Contract

NO MORE PRODUCERS

Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change
Cmd24=Delete

IM: Producer has been added.

7 Practice Information

A

Background

When a practice is approved for EQIP a national lifespan for the practice is established. NRCS, at the State Office level, may modify practice lifespans to reflect conservations need of a State or locality. Software has been changed to allow practice lifespans to be modified.

Several State Offices have requested the capability to list additional components on each CCC-1245. NRCS has requested that system records identify the resource concern that is being addressed by each practice.

In the past, it has often been necessary to modify the expiration date for a practice resulting in significant workload. It has been determined that CCC-1245 will no longer expire.

B

Software Modification

The updated software modifications in County Release No. 492 will:

- allow changes to be made to the practice lifespan on the CCC County eligibility table
 - allow up to 100 components on a practice
 - add a new field to identify the resource concern being addressed by the practice
 - eliminate the practice expiration date
 - remove option 10, "Print/Update CCC-1245 Letters", from Menu EEB300.
-

Continued on the next page

Notice CONSV-84

7 Practice Information (Continued)

C

County Office Action

When making a practice eligible on the CCC County eligibility table, County Offices shall ensure that the lifespan is correct. The system will default to the national lifespan.

The following is an example of Screen EEB11020.

```
Conservation      077-BEACONSTREET      Selection      EEB11020
Update Technical Practice Screen Version: AD05 08-05-2002 09:48 Term V9
-----
```

```
Technical Practice - Code:      312
                    - Desc:      Waste management system (No)
                    Program:      EQIP
```

```
Units:  NUMBER
```

```
Technical Practice Eligibility Status:  Y
```

```
Cost Share/Incentive Level:           75
Maximum Level Allowed:                 100
```

```
National Lifespan:                     15
Local Lifespan                          12
```

```
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

Continued on the next page

7 Practice Information (Continued)

C

County Office Action (Continued)

After installing County Release No. 492, County Offices:

- may record up to 100 components on each CCC-1245

Note: Components are not required. It is a State Office level decision whether to use components on the practice or not.

- shall identify the resource concern being addressed by the practice on CCC-1245.

Note: The resource concern being addressed by the practice will be identified by NRCS on the contract support document. The resource concern field has a help screen which will display the approved resource concerns.

- shall discontinue preparing the following letters to producers:
 - Practice Implementation letter
 - Notice of 15 Days to Expiration letter.
-

8 Issuing Payments

A

Background

Authority to approve CCC-1245's for payment has been transferred to NRCS. County Offices shall issue payments only upon receiving CCC-1245 that has been approved by a designated conservationist authorized to sign on behalf of CCC.

B

NRCS Certification of Payment

NRCS shall provide each County Office with the original signatures of NRCS employees authorized to certify and approve payment on behalf of CCC. If original signatures are already on file in the County Office for SWCA or AMA, NRCS shall provide a list of employees authorized to certify and approve EQIP payments.

When a payment is due, the authorized NRCS employee will certify the payment is due and approve disbursement of the payment by signing CCC-1245, block 25. NRCS will then provide the approved CCC-1245 to the County Office.

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8 Issuing Payments (Continued)

C

Issuing EQIP Payments

Upon receiving CCC-1245 that has been certified and approved by NRCS, County Offices shall compare the signature on CCC-1245, block 25 with the signature on file to ensure that CCC-1245 has been properly approved by NRCS. If CCC-1245 is:

- properly certified, record performance and issue payment according to paragraph 9
- not properly certified, contact NRCS Office.

Note: Do not issue payment until CCC-1245 is properly certified.

9 Recording Performance

A

Background

Partial and final performance options should be used only to record performance when certification is being presented for payment. Changes to performance shall be recorded through the “Correction After Performance” option.

Before installing County Release No. 492, when recording either partial or final performance, the system required the entry of the total payments made to date rather than the amount of the current transaction. Often there was confusion and incorrect amounts were entered. Entry of only the current transaction information will avoid unnecessary errors.

B

Software Modifications

The updated software modifications in County Release No. 492 will require entry of the current transaction information.

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Notice CONSV-84

9 Recording Performance (Continued)

C

County Office Action After installing County Release No. 492, County Offices shall record **partial** performance according to the following table.

Step	Action
1	On Menu EEB300: <ul style="list-style-type: none">• ENTER “3”, “Partial Performance”• PRESS “Enter” until Screen EEB34000 is displayed.
2	On Screen EEB34000, enter the transaction amount in the “Change (+/-)” field and PRESS “Enter”. Note: The extent performed may be entered but is not a required entry for partial performance.
3	On Screen EEB34002, verify that the information is correct and PRESS “Enter”.
4	On Screen EEB34005, divide the transaction amount earned among the applicable components, if applicable, and PRESS “Enter”.
5	On Screen EEB36000, PRESS “Enter”.
6	Follow instructions in 1-FI to complete the payment process.
7	Screen EEB37000 will be displayed after Accounting has finished processing.

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Notice CONSV-84

9 Recording Performance (Continued)

C County Office Action (Continued)

The following is an example of Screen EEB34000 for partial performance.

Conservation		087-COUNTY F		Selection		EEB34000	
CCC-1245 and Ledger Data Screen		Version: AD05		07-30-2002 11:15		Term W7	

Contract Number: 2002 0005		Program: EQIP		Fund Code: 229999/2001			
Control Number: 2002 0004		Farm NO: 755		Tech Prac: 320			
Producer ID: 438 66 9555 S		Name: NO. 2 RANCHER					
						Previous	
Extent	Offered	C/S-Inc	Extent			C/S-Inc	
Approved	Level	Approved	Perf.	Change(+/-)		Earned	
1.0	50	1000		<u>300</u>			
<p>The amount entered in the 'Change' column will be added to or subtracted from the Previous C/S Earned amount. Enter only the amount you wish to increase(+) or decrease(-) the C/S Earned.</p>							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

The following is an example of Screen EEB34002 **after** the transaction information has been entered.

Conservation		087-COUNTY F		Selection		EEB34000	
CCC-1245 and Ledger Data Screen		Version: AD05		07-30-2002 11:15		Term W7	

Contract Number: 2002 0005		Program: EQIP		Fund Code: 229999/2001			
Control Number: 2002 0004		Farm NO: 755		Tech Prac: 320			
Producer ID: 438 66 9555 S		Name: NO. 2 RANCHER					
						C/S-Inc	
Extent	Offered	C/S-Inc	Extent			C/S-Inc	
Approved	Level	Approved	Perf.	Change(+/-)		Earned	
1.0	50	1000		300		300	
<p>The amount entered in the 'Change' column has now been added to or subtracted from the Previous C/S Earned amount. Continue only if the Current C/S Earned figure is the net C/S Earned for the CCC-1245.</p>							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

Continued on the next page

9 Recording Performance (Continued)

C

County Office
Action
(Continued)

County Offices shall record **final** performance according to the following table.

Step	Action
1	On Menu EEB300: <ul style="list-style-type: none"> ENTER “4”, “Final Performance” PRESS “Enter” until Screen EEB34000 is displayed.
2	On Screen EEB34000, enter the following: <ul style="list-style-type: none"> extent performed transaction amount in the “Change (+/-)” field. PRESS “Enter”.
3	On Screen EEB34002, verify that the information is correct and PRESS “Enter”.
4	On Screen EEB34005, divide the transaction amount earned among the applicable components, if applicable, and PRESS “Enter”.
5	On Screen EEB34500: <ul style="list-style-type: none"> enter the total installation cost <p>Note: This will include all funds the producer has spent on the practice from all sources.</p> <ul style="list-style-type: none"> PRESS “Enter”.
6	On Screen EEB36000, enter the date performed and PRESS “Enter”.
7	Follow instructions in 1-FI to complete the payment process.
8	Screen EEB37000 will display after Accounting has finished processing.

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9 Recording Performance (Continued)

C County Office Action (Continued)

The following is an example of Screen EEB34000 for final performance.

Conservation CCC-1245 and Ledger Data Screen	087-COUNTY F Version: AD05	Selection 07-30-2002 11:15 Term W7
Contract Number: 2002 0005	Program: EQIP	Fund Code: 229999/2001
Control Number: 2002 0004	Farm NO: 755	Tech Prac: 320
Producer ID: 438 66 9555 S	Name: NO. 2 RANCHER	

Extent Approved	Offered Level	C/S-Inc Approved	Extent Perf.	Change(+/-)	Previous C/S-Inc Earned
1.0	50	1000	<u>1</u>	<u>600</u>	300

The amount entered in the 'Change' column will be added to or subtracted from the Previous C/S Earned amount. Enter only the amount you wish to increase(+) or decrease(-) the C/S Earned.

Enter=Continue Cmd4=Previous Screen Cmd7=End

The following is an example of Screen EEB34002 **after** the transaction information has been entered.

Conservation CCC-1245 and Ledger Data Screen	087-COUNTY F Version: AD05	Selection 07-30-2002 11:15 Term W7
Contract Number: 2002 0005	Program: EQIP	Fund Code: 229999/2001
Control Number: 2002 0004	Farm NO: 755	Tech Prac: 320
Producer ID: 438 66 9555 S	Name: NO. 2 RANCHER	

Extent Approved	Offered Level	C/S-Inc Approved	Extent Perf.	Change(+/-)	C/S-Inc Earned
1.0	50	1000	1.0	600	900

The amount entered in the 'Change' column has now been added to or subtracted from the Previous C/S Earned amount. Continue only if the Current C/S Earned figure is the net C/S Earned for the CCC-1245.

Enter=Continue Cmd4=Previous Screen Cmd7=End

Continued on the next page

Notice CONSV-84

9 Recording Performance (Continued)

C County Office Action (Continued)

The following is an example of Screen EEB34500. The amount entered will include all sources of funding used to complete the practice.

Conservation 087-COUNTY F Selection EEB34500
CCC-1245 Final Performance Data Screen Version: AD05 07-30-2002 11:25 Term W7

Contract Number: 2002 0005 Program: EQIP Fund Code: 229999/2001
Control Number: 2002 0004 Farm NO: 755 Tech Prac: 320
Producer ID: 438 66 9555 S Name: NO. 2 RANCHER

Practice Description: Waste storage facility (No)

Performance Data:

Total Installation Cost: 1800

Enter=Continue Cmd4=Previous Screen Cmd7=End

10 “Correction After Performance” Option

A

Background

When an error had been discovered in either the performance recorded or the amount paid, it was necessary to go back through the last used performance option (partial performance or final performance) to correct the error. A new option has been added to allow corrections to be made without knowing which option was last used. Changes to performance shall be recorded through the “Correction After Performance” option.

Note: Partial and final performance options shall be used only to record performance when certification is being presented for payment.

In the past, CCC-1245’s were purged from the system on a regular basis in the past. To allow corrections to be made when needed, CCC-1245’s will now be retained in the system for the life of the contract.

Access to CCC-1245’s is locked out as of March 15 of the year following the FY final performance is recorded. To make corrections, access to locked-out CCC-1245’s will be available through the use of a password issued upon request by CEPD through the State Office.

B

Software Modifications

The updated software modifications in County Release No. 492 will:

- provide a new option “Correction After Performance” on Menu EEB300
 - pass a record to Accounting when the option is used to generate either a payment or accounts receivable
 - retain CCC-1245’s in the system for the life of the contract
 - allow password protected access to CCC-1245’s after the cutoff date.
-

Continued on the next page

10 “Correction After Performance” Option (Continued)

C

County Office Action

County Offices shall use the new “Correction After Performance” option to correct **all** errors on CCC-1245. Some of the problems that will be corrected using this option are the following:

- producer is overpaid
- producer is underpaid
- wrong producer has been paid
- incorrect control number was paid
- payment divided incorrectly between multiple producers.

Select option 5, “Correction After Performance”, on Menu EEB300.

COMMAND	EEB300	W7
Conservation CCC-1245 Menu		

--		
1. Create CCC-1245	9. CCC-1245 Reports/Forms Menu	
2. Update CCC-1245		
3. Partial Performance		
4. Final Performance		
5. Correction After Performance		
6. Cancellation Process		
7. Deletion Process		
8. Print CCC-1245	20. Return To Application Primary Menu	
	21. Return To Application Selection	
Screen	22. Return To Office Selection Screen	
	23. Return To Primary Selection Menu	
	24. Sign Off	

Continued on the next page

Notice CONSV-84

10 “Correction After Performance” Option (Continued)

C

County Office

County Offices shall correct errors on CCC-1245 according to the following table.

Action

(Continued)

Step	Action
1	On Menu EEB300: <ul style="list-style-type: none">• ENTER “5”, “Correction After Performance”• PRESS “Enter”.
2	Enter the control number and PRESS “Enter” until Screen EEB34000 is displayed.
3	On Screen EEB34000, enter the following: <ul style="list-style-type: none">• corrected extent performed• correction amount in the “Change (+/-)” field. PRESS “Enter”.
4	On Screen EEB34002, verify the information is correct and PRESS “Enter”.
5	On Screen EEB34005, divide the transaction amount earned among the applicable components if applicable and PRESS “Enter”.
6	On Screen EEB34500: <ul style="list-style-type: none">• enter the corrected total installation cost <p>Note: This will include all funds the producer has spent on the practice from all sources.</p> <ul style="list-style-type: none">• PRESS “Enter”.
7	On Screen EEB36000, enter the corrected date performed and PRESS “Enter”.

Continued on the next page

Notice CONSV-84

10 “Correction After Performance” Option (Continued)

C

**County Office
Action
(Continued)**

After all information has been entered the system will send a correction record to Accounting.

If the correction recorded...	THEN...
increases performance	a new payment record is generated. Follow 1-FI to complete the payment process.
decreases performance	<p>either:</p> <ul style="list-style-type: none"> a receivable will be created through the accounting system <p>Note: See 67-FI</p> <ul style="list-style-type: none"> Screen EEB37600 will be displayed if the original payments included at least 1 noninterfaced payment. <p>Note: A receivable must be created manually according to 67-FI.</p>

The following is an example of Screen EEB37600.

```

Conservation           087-COUNTY F           Display           EEB37600
Accounting Interface Warning Screen  Version: AD05  07-30-2002 13:25 Term W7
-----

```

```

Contract Number: 2002 0005      Program: EQIP      Fund Code: 229999/2001
Control Number:  2002 0004      Farm NO: 755      Tech Prac:   320
Producer ID:      438 66 9555 S  Name:      NO. 2 RANCHER

```

A T T E N T I O N

Performance was recorded on this control number under the manual accounting code. You have reduced the performance for a producer on this CCC-1245. You must establish the receivable in the Common Receivable System through the Accounting application according to 67-FI. The CCC-1245 and ledger will be updated, however, the receivable WILL NOT be established until you enter it in the Accounting application.

Enter=Continue

11 CCC-1200 Reports

A

Background

Streamlining the concurrence process has modified the need for CCC-1200 reports.

B

Software Modifications

The updated software modifications in County Release No. 492 will:

- remove the CCC-1200's Selected for Plan Development Report
- modify the CCC-1200's Referred for Ranking Report.

Note: The modified report has been renamed the CCC-1200 Applications Received Report.

The following is an example of Menu EEB700.

```

COMMAND                                EEB700                                W7
Conservation CCC-1200 Reports/Forms Menu
-----
-

      1. CCC-1200 Applications Received
      * 2. Reserved
      3. CCC-1200 Status Report
      4. CCC-1200 Technical Practice Status Report

      5. CCC-1200 Detail Fund Code Report
      6. CCC-1200 Summary Fund Code Report
      7. Print Blank CCC-1200

     20. Return To Application Primary Menu
     21. Return To Application Selection Screen
     22. Return To Office Selection Screen
     23. Return To Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu                      *=Option Currently Not Available

Enter option and press "Enter".
  
```

C

County Office Action

County Offices shall print the CCC-1200 Applications Received Report each week during the signup period, and at the end of each signup. The report will list all applications loaded in the system and forwarded to NRCS.

CED's shall verify that CCC-1200's listed on the report are correct, and sign and date each report. The original signed report will be forwarded to NRCS. County Offices shall maintain copies of the signed report in a folder labeled "EQIP 2 Reports and Statistics".

Notice CONSV-84

12 CCC-1245 Reports

A

Background

The decision to delete the practice expiration date makes some CCC-1245 reports obsolete.

B

Software Modifications

The updated software modifications in County Release No. 492 will remove the following reports from Menu EEB800:

- CCC-1245's Expiring Within 30 Days Report
 - CCC-1245's With Expiration Date Exceeded Report.
-

C

County Office Action

CCC-1245's issued before installing County Release No. 492 contain an expiration date. Effective upon installing County Release No. 492, County Offices shall disregard the CCC-1245 expiration date. NRCS is responsible to obtain the producer's certification upon practice completion.

13 Password Protection

A

Background

Attempts to resolve ledger problems involving refunds and ledger adjustments have resulted in complicating the original problem even further. A corrections process to be used for correcting all performance errors has been added to the system. It will no longer be possible to record refunds or make ledger adjustments without assistance from CEPD through the State Office.

Continued on the next page

Notice CONSV-84

13 Password Protection (Continued)

B

Software Modifications

The updated software modifications in County Release No. 492 will display Password Screen EEB40501 if on Menu EEB400 either of the following is selected:

- option 2, "Record Refunds"
- option 4, "Record Ledger Adjustments".

The following is an example of Screen EEB40501.

```
Conservation      077-BEACONSTREET      Selection      EEB40501
County Allocation Control Ledger Screen Version:AD07 08-13-2002 15:04 Term E4
```

Record Ledger Adjustments

W A R N I N G

To run this procedure, you must obtain authorization and a password from CEPD through your State Office.

Current Session Date: 20020813
Time: 150444

Password: _____

Enter=Continue Cmd7=End

C

County Office Action

County Offices shall:

- contact the State Office for assistance
- provide copies of the sequential ledger for FY involved in the problem
- provide copies of the contract ledger for FY
- exit Screen EEB40501 and await contact from CEPD through the State Office.

Continued on the next page

13 Password Protection (Continued)

D

State Office Action

State Offices shall:

- resolve any problems that can be corrected using the corrections process
- obtain any supporting documentation necessary to resolve the issue
- contract CEPD.

Note: When contacting CEPD about EQIP ledger problems, State Offices shall FAX all available documentation to 202-720-4619 Attn: Sharon.
